



Kempsford Church of England School (Voluntary Controlled)

Resources Committee Terms of Reference

Category	Terms of Reference
Version	1.0
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Owner	Resources Committee
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This is the terms of reference for the Resources Committee of the school. It is controlled by the Resources Committee and approved by the Governing Body.

APPROVED

DOCUMENT HISTORY

Version	Date	Comments
1.3	July 2018	Overdue review of policies. Updated to reflect changes in some policies.
1.2	24 November 2015	Updated with changes flagged from annual review (see Oct 2015 committee meeting minutes)
1.1	14 October 2014	Updated to reflect outcome of annual review. Policy amended to allow the committee to appoint its own clerk. List of committee responsible policies updated.
1.0	1 October 2013	Initial Version approved by Resources Committee <i>This version was discussed and agreed at the inaugural meeting of the Resources Committee.</i>

DOCUMENT CONTROL

Approved:	July 2018
Signed by Ruth Gray on behalf of the Full Governing Body	
Next scheduled review date September 2019	

RESOURCES COMMITTEE

Membership

- The committee shall consist of not less than four governors including the Head Teacher or member of the senior management team with responsibility for the curriculum.
- The Full Governing Body will elect a non-employee as Chair and appoint a clerk. The clerk may be an employee.
- The committee may make recommendation to the Full Governing Body for co-option of non-governor members and may advise whether or not such members should be given a vote.

Quorum

The quorum shall be three governors, including the Head Teacher or senior management team member and at least one non-employee governor.

Terms of Reference

The committee will review these terms of reference annually.

The committee has responsibility for:-

- Developing and overseeing the implementation of the school's strategic resourcing plans;
- Monitoring performance and identifying opportunities for improvement;
- Identifying risks and associated mitigation actions;

The committee will seek to discharge these responsibilities through regular engagement with the school, scheduled school visits and the periodic review of school policies (see below).

The resources of the school can be broken down into four broad groupings for which the Resources Committee has the following responsibilities:-

1. Staffing

- To consider the staffing and class structure for the school in the context of the school's development needs and available funding, making recommendations to the Full Governing Body;
- To oversee the recruitment and performance management arrangements for staff (including training & development, the criteria for awarding salary increments, and any disciplinary action);
- Consider supply arrangements for staff;
- Consider staff welfare arrangements, including the mentoring of newly-qualified teachers, whistleblowing arrangements and planning, preparation and assessment (PPA) time.

2. Premises and other School Assets

Noting that emergency repairs or action to meet Health and Safety requirements are delegated to the Head teacher

- To ensure that the school environment is safe, clean, well presented and fit for purpose;
- To carry out risk assessments (Health & Safety, COSHH and Security) and implement any necessary improvements;
- To ensure that the school has appropriate and well managed tangible assets (including premises, ICT and recreational equipment);
- To determine a 3 year rolling repairs and maintenance plan (including regular inspection) that ensures the school conforms with the latest Health & Safety legislation;
- To identify and develop proposals for capital enhancement (including improved accessibility) that maximise the benefit of available formula capital funding;
- To ensure the effectiveness of property maintenance contracts and to monitor the use of public services and energy;
- To ensure the adequacy of insurance provision;
- To oversee arrangements for the use of school premises by outside organisations;

3. Finance

- To provide strategic guidance and assistance to the Head Teacher and Governing Body on all matters relating to budgeting and finance, including long term financial planning;
- In consultation with the Head Teacher, consider each year's School Development Plan (or post-OfSTED Action Plan) priorities, and draw up an annual (and 3-year) budget plan for approval by the Full Governing Body;
- To ensure that the school meets (and preferably exceeds) the School Financial Value Standard (SFVS), undertaking periodic reviews as necessary in support of any self-assessment assurances given;
- To monitor income and expenditure of all funds, and to report the schools financial position to the Full Governing Body each term;
- To monitor the impact of spending decisions upon educational achievement in the school;
- To approve expenditure and budgetary proposals in line with the financial delegations set out in the Finance Policy;
- Ensure that extended services are adequately resourced and self-financing;
- To ensure the audit of unofficial school funds.

4. Community

- Marketing, promotion and engagement activities may be delegated to, or undertaken by, the Communications Working Group as required;
- To maintain and encourage good communication links with all community stakeholders;
- To raise awareness, and encourage school participation in any community events that are child appropriate;

- To raise awareness, and encourage the community to participate in any community events that are appropriate;
- To inform the community of any project or event that will have an impact on the community;
- To encourage the community to be involved with the day to day activities of the school, where such involvement will enhance children's learning and broaden their understanding of the wider world;
- To oversee publicity external to the school community (e.g. Parish News and other local media).

School Policies and Procedures

The school policies and procedures sponsored by the Resources Committee are:-

1. Statutory Policies Required by Education Legislation

- 1.1 Charging and remissions;
- 1.2 Teacher appraisal;
- 1.3 Teachers' pay;

2. Statutory Policies Required by Other Legislation

- 2.1 General Data Protection Regulation;
- 2.2 Health and safety;

3. Other Statutory Documents

- 3.1 Accessibility plan;
- 3.2 Central record of recruitment and vetting checks;
- 3.3 Freedom of Information;
- 3.4 Governors' allowances (Schemes for paying);
- 3.5 Premises management documents
- 3.6 Staff Discipline, conduct and grievance (procedures for addressing);

4. Documents referred to in Statutory Guidance

- 4.1 Statement of procedures for dealing with allegations of abuse against staff

5. Other policies

- 5.1 Finance Policy
- 5.2 Branded medical policy
- 5.3 Lettings policy